

Please Post!

PECFA UPDATE #7

IMPORTANT CLAIM SUBMITTAL INFORMATION!

EFFECTIVE IMMEDIATELY

Incomplete claims continue to plague the PECFA program's ability to efficiently review and reimburse owners or operators for eligible cleanup costs. Incomplete claims delay the review process and unfairly delay the review of complete and properly submitted claims. **Effective immediately, incomplete claims received after January 16, 1995, will be returned to the claimant.** The attached checklist will be utilized by the Department to initially evaluate the completeness of a claim.

Incomplete claims currently in line awaiting review will be handled with an *Additional Information Request* from the Department. Please do not call the Department asking if a claim in line is complete! The Department will not take a claim out of line to check the completeness.

Claims received after January 16, 1995, will be given an initial review, using the attached checklist. **Incomplete claims will be returned immediately.** Detailed additional information may be requested at the time of claim review. Failure to respond to any *Additional Information Request* may constitute an incomplete claim.

Attached is information regarding the program's Kwik Pay (65%) plan.

Thank you for your help,

The PECFA Staff

attachments

PECFA KWIK PAY (65%) PLAN

PURPOSE:

1. Fulfill the PECFA statutory requirement, that is to reimburse eligible costs in a cost effective and timely manner and
2. Reduce accruing interest costs.

EFFECTIVE PERIOD:

1. Pilot study period, i.e. Claims that are in the "Audit Line" as of 2/1/95 (\$53M),
2. Optional period, i.e. Claims that are in the "Audit Line" after 2/1/95 (3/95-6/95) and
3. Review monthly for process efficiency and determine effectiveness, procedures and continuation, including future Kwik Pay percentage.

ELIGIBLE CLAIMS FOR KWIK PAY:

1. Complete Claims in audit line to date (6/94-2/95),
2. Complete Claims in audit line received 3/95-6/95 and
3. Exceptions listed below.

INELIGIBLE CLAIMS FOR KWIK PAY:

1. Initial (1st) claims (eligibility determination by a Grant Reviewer has not yet been determined),
2. Priority claims (review process is current),
3. Emergency claims (eligibility determination by a Grant Reviewer has not yet been determined),
4. Home Heating claims (review process is current) and
5. Public School Heating claims (deductible (25%) is based upon percentage of eligible costs. Eligible costs cannot be determined until claim review.).

PROCEDURE:

1. Cursory review to determine completeness,
2. Determine amount submitted (Form 1),
3. Review claim for *Assignment of PECFA Proceeds* (Form 7),
4. Voucher for 65% of amount submitted. Do not calculate the deductible from this amount.
5. Prepare and copy voucher letter,
6. Send reimbursement check and voucher letter,
7. Place copies of letter & check in claim file,
8. Adjust "amount submitted" on audit line queue,
9. Mark amount Kwik Paid in database and
10. Enter Kwik Pay (65%) paid and balance of claim remaining (35%) on spreadsheet for tracking purposes.

NOTES:

1. The letter accompanying the Kwik Pay check will state that the enclosed amount must be applied against the loan principle at the earliest opportunity. All reimbursements will utilize the *Assignment of PECFA Reimbursement* form (Form 7) when applicable,
2. The interest costs submitted will be included in Kwik Pay. The financial institution will be contacted by phone or letter requesting the up to date interest costs during the review of the final claim and
3. The Department expects to implement the Kwik Pay Plan on or about February 1, 1995

PECFA Claim Submittal Checklist

Incomplete claims may delay processing, change the schedule of review or be returned per §ILHR 47.12(2). Items listed below that are not included as part of a claim may constitute an incomplete claim. Before submitting your PECFA claim make sure all of the following items are included:

- ☐ 1. Copy of the Tank Closure Assessment Report,
- ☐ 2. Copies of **all** Site Investigation and Remedial Action Reports,
- ☐ 3. Copy(s) of the Underground Petroleum Product Tank Inventory form (SBD-7437) and/or copy(s) of the Aboveground Petroleum Product Tank Inventory form (SBD-8731),
- ☐ 4. Form 1, Remedial Action Fund Application (SBD-8067),
- ☐ 5. Claimant's signature and tax identification number on Form 1,
- ☐ 6. Form 2A, Consulting Firm Selection form (SBD-9877),
- ☐ 7. Form 2B, Bid Comparison form (SBD-9878),
- ☐ 8. DNR approved and completed Form 4, DNR Site Investigation and Remedial Action Plan Review (SBD-8069) **and** copy of the DNR letter that accompanies the Form 4,
- ☐ 9. Bid specifications for commodity purchases from the selected commodity provider. The bid specification should at a minimum include standard industry per unit costs,
- ☐ 10. Has a PECFA progress payment milestone been achieved per §ILHR 47.35(2)3,
- ☐ 11. Has an ineligible product(s) been identified within an eligible product(s) contamination plume? If so, has DILHR approved the methodology to separate costs prior to the submittal of the claim?
- ☐ 12. Proof of payment (**copies of canceled checks or money orders only**) attached to the corresponding categorized contractor and/or subcontractor invoices,
- ☐ 13 Form 7, Assignment of Reimbursement (SBD-8523),
- ☐ 14 Copies of the consultant's, driller's and laboratory's Certificate of Insurance per §ILHR 47.40(3)(c). The effective dates of the certificate of insurance must match the dates work was performed,
- ☐ 15 Substitute Form W-9, Request for Taxpayer Identification Number (TIN) verification,
- ☐ 16 Copy of the claimant's Loan Contract(s) if interest costs are claimed (Cost Category I).

Claim Submitter,

Please document, by your signature below, that all of the information requested above has been provided. Return this form as part of the PECFA Claim submittal.

X
